

Part-Time (less than 20 hours), Seasonal and Temporary Employment Application



**City of Taunton
Taunton, Massachusetts 02780
Employment Application**

The City of Taunton is an Affirmative Action / Equal Employment Opportunity Employer

All information must be typed or printed in readable writing. Unreadable application will be discarded.

Personal Information

- 1. Date of Application:** _____ **2. Position Applying For:** _____
- 3. Name:** _____
Last First Middle
- 4. Address:** _____
Number Street Apartment Number

City/Town State Zip Code
- 5. Telephone Number:** Home: _____ Daytime: _____
Area Code / Number Area Code / Number
- 6. Social Security Number:** _____ **7. Driver's License Number:** _____
Class / Number / State
- 8. If hired, can you provide proof of citizenship or legal right to work?** ☐ YES ☐ NO
- 9. Are you under 18 years of age?** ☐ YES ☐ NO If yes, date of birth? _____
- 10. Have you ever been employed by the City before?** ☐ YES ☐ NO
If yes, when? _____ In which department? _____
- An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. Conviction will not necessarily be a bar to employment.
- 11. Have you ever been convicted of a felony?** ☐ YES ☐ NO RECORD
If yes, please specify? _____
- 12. Have you been convicted of a misdemeanor in the last five years?** ☐ YES ☐ NO RECORD
If yes, please specify? _____
- 13. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the City of Taunton?**
☐ YES ☐ NO
If yes, Employee's Name: _____ Department: _____

Education

Name / Location	Course of Study	Years Completed	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree / Date
High School				

College			π YES	π NO	
Graduate School			π YES	π NO	
Business/Technical			π YES	π NO	

14. Do you possess the following skills? Please list in detail all that apply.

Specialized Training?	π YES	π NO	Name of Training/Course:_____
Professional Licenses?	π YES	π NO	Licenses:_____
Professional Memberships?	π YES	π NO	Name of Organizations:_____
Computer Software?	π YES	π NO	Name of Programs:_____
Office Equipment?	π YES	π NO	Describe Equipment:_____

If more room is required, an additional sheet may be attached.

Employment History

List present employer first. A resume or supplemental sheet may be included, however, this section must be completed.

15. Employer's Name:_____

Address:_____

Telephone Number:_____

Job title:_____

Worked From:_____ To:_____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____

May we contact this employer? π YES π NO

Starting Ending

Describe the work you performed:_____

Reason(s) for leaving:_____

16 . Employer's Name:_____

Address:_____

Telephone Number:_____

Job title:_____

Worked From:_____ To:_____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____

May we contact this employer? π YES π NO

Starting Ending

Describe the work you performed:_____

Reason(s) for leaving:_____

References

Please provide references. Note that references listed in this section will be contacted.

17. Reference #1

Name:_____ Address:_____

Business Position:_____ Telephone Home:_____

Work:_____

18. Reference #2

Name:_____ Address:_____

Business Position: _____ Telephone _____ Home: _____

Work: _____

19. How did you learn about the job for which you are applying? π Walk-in π Town Employee
 π Newspaper; title _____ π Professional Journal; title _____
 π Posted City Bulletin π the Internet

Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the City of Taunton to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the City of Taunton any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the City of Taunton's use only.

I hereby voluntarily release, discharge and exonerate the City of Taunton, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the City of Taunton.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the City is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____

“Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person’s occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.”

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

Voluntary Affirmative Action Request Form

The City of Taunton as part of its commitment to Affirmative Action / Equal Employment Opportunity policies, invites you to provide the following information. All applicants will be considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, medical condition or disability. The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel and is used to further the City's Affirmative Action / Equal Employment Opportunity policies. Your cooperation is appreciated.

1. Position Title: _____

2. Gender: ☐ Male ☐ Female

3. Ethnic Origin:

☐ White – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐ Black – All persons having origins in any of the black racial groups of Africa.

☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

☐ Asian or Pacific Islander – All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

☐ American Indian or Alaskan Native – All persons having origins in any of the original people of North America maintaining cultural identification through tribal affiliations or community recognition.

☐ Cape Verdean – All persons having origins on the Cape Verde Islands.

4. National Origin: _____

5. Veteran Status: ☐ YES ☐ NO
Vietnam Era, 1962 – 1975 ☐ YES ☐ NO

6. Disabled: ☐ YES ☐ NO